

Report for Week Ending 16 January 1957
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

a. Developed and submitted to [] an on-the-job training program outline for the courses, Records Management Analysis, and Basic Records Management Analysis. The outline covers training phases, knowledges and skills to be acquired, and the number of hours scheduled for each of the functional areas of records management.

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b. Completed a review of all [] as the initial phase in developing an inventory of [] requirements for administrative reports. A review of [] for the same purpose is underway.

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2. News

a. The typewriter platforms ordered in response to an employee suggestion have been delivered to BSO's. We will distribute the pamphlet, "The Correct Angle" as soon as possible to implement this suggestion.

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b. I am working with [] on a flier publicizing the use of Top Secret hectograph classification stickers.

c. Several offices have questioned us on how to use the revised Security Check Officer List on a monthly basis. I understand that Physical Security Division proposes to issue instructions on this form through security officers. We recommended that this be done when the revised form first became available.



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Records Disposition Branch

Project 6-40 Office of Central Reference [] - Schedules are being drafted for Acquisition Branch, Library. Have proposals prepared for the immediate retirement of over 600 cubic feet of material which I will discuss with the Branch Chief tomorrow. Project is 62% complete.

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Project 6-70 Cable Secretariat [] Assistant Cable Secretary was contacted concerning their comments to the proposed schedules. [] asked for more time to review the schedule and stated that there were several questions concerning their responsibilities of record keeping that would be discussed with the DCI. Project is 70% complete.

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General Information

Current application of the Records Control Schedule in the Office of National Estimates resulted in the destruction of 18 cubic feet of mail control records and logs covering the period through 1955. Other records are being prepared for retirement to the Records Center in accordance with the disposition instructions contained in the Records schedule. This accomplishment will place the ONE records on a current basis.

Three boxes of inactive records were transferred to the Center from the Medical Staff. The transfer of 21 boxes of medical chart files is being delayed until the list of names is checked by Personnel Office. In order that active files of staff agents will not be included in the transfer, a meeting was held with [] Personnel Office, [] Medical Staff, and [] of this staff to work out a suitable arrangement for checking the list of charts to be retired as inactive medical files. When this group has been retired the Medical office wishes to convert its files from an alphabetical filing system to a numerical one.

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The Records Control Schedule for the Office of Logistics has been received and is being reviewed to determine the completeness and accuracy of descriptions, legality of disposition instructions, and format in general. This schedule has already received the approval of the Director of Logistics and the Chief, Audit Staff. []

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A follow up on the application of the Records Control Schedule for the Management Staff resulted in the destruction of 1.3 cubic feet of records belonging to the Office of the Chief. Regulations Control Staff and the Incentive Awards Staff, have been retiring periodically and will take action on several series of records which heretofore have not been retired, screened, or destroyed. Within the Records Management Staff 2 cubic feet were retired from the Office of the Chief and 1 cubic foot destroyed in the Records Disposition Branch. No action has been taken by the Forms Branch or Project Staff. []

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